

Assistant to DD/I (Adm.)

21 through 25 Sept. 1953

Administrative

Conducted a meeting with the administrative officers in the DD/I area to cover general administrative matters including necessity for close supervision and control of funds, career service developments, pay of consultants, pending Agency promotion policy, etc.

Personnel

Discussed with representatives in the Office of Personnel factors to be considered in the issuance of an Agency policy on promotions. We discussed reactions which the Office of Personnel had secured from the various DD/I offices. It was agreed that promotion policy would include reasonable requirements as to minimum time in grade, with provision for exception to the limits as appropriate. I proposed that approval of exceptions be delegated to the AD's to avoid unnecessary red tape. Tentatively, the following minimum time in the prior grade was developed and I have asked our offices for their reactions:

GS-3 - 3 months
GS-4-5 - 6 months
GS-6-9 - 9 months
GS-10-13 - 12 months
GS-14-15 - 18 months

As soon as a draft regulation has been developed by the Office of Personnel, it will be referred for appropriate coordination.

25X1A9A

SECRET

25X1

Approved For Release 2005/04/12 : CIA-RDP79-01041A000100040022-7

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Arrangements have been completed with the Office of Personnel to secure a detailed breakdown of the monthly personnel statistics in lieu of the present summary figures for ORR and OCD.

25X1A9A Steps are being taken with I&S to work out satisfactory arrangements for [REDACTED] including appropriate building pass to permit free access to DD/I buildings as well as appropriate access to necessary intelligence materials.

Attended the meeting of the Professional Selection Panel to discuss further the policy and procedure to be followed in determining the suitability of employees for career status at the end of the provisional period. Plans include the development of a special rating form to be used in lieu of the usual Personnel Evaluation Report.

25X1A9A

Discussed with [REDACTED] ORR, the status of the study being made by the Legislative Task Force. It was agreed that [REDACTED] would prepare a brief summary for the DD/I information and recommendation.

Approved For Release 2005/04/12 : CIA-RDP79-01041A000100040022-7

SECRET

25X1

Approved For Release 2005/04/12 : CIA-RDP79-01041A000100040022-7

Approved For Release 2005/04/12 : CIA-RDP79-01041A000100040022-7